

**EDUCATIONAL LEAVE POLICY**

Area: Leave Time  
 Subject: Educational and Volunteer Assistance  
 Applies To: Full time benefitted employees  
 Sources: BOR Policy 8.2.7.4 USG HR Administrative Practice Manual  
 Responsible Party: Associate Vice President (AVP) of Human Resources

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**Purpose**

The University System recognizes the need for employees to maintain work life balance. This policy ensures general consistency among institutions of the University System.

**Policy**

To supplement work-life balance options for University System of Georgia employees, each full benefits eligible, non- temporary employee of the USG shall be eligible for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic support will qualify for Educational and Volunteer Assistance. Educational and Volunteer Assistance is not charged against any other leave. Educational and Volunteer Assistance policy does not accumulate or roll over and is not paid – out upon change of employment status.

**Procedure**

Effective July 1, 2015, all full-time, non-temporary employees who work at least 40 hours per week will have a new type of leave available for use, which provides eligible employees with up to eight (8) paid hours of Educational and Volunteer Assistance per calendar year. Eligible employees will be able to request to use the Educational and Volunteer Assistance to participate in activities related to student achievement and academic support that promote education in Georgia. This leave will be available to all eligible employees, both parents of students and non-parents, and may be considered for activities supporting public, private, and home school achievement.

I. Educational and Volunteer Assistance may be taken in increments of less than 8 hours utilizing the same minimum period an institution has established for other forms of paid leave.

II. Eligibility: All eligibility criteria defined below must be met before an employee can use Educational and Volunteer Assistance.

1. Any full benefits eligible, non-temporary employee of the University System of Georgia, may request to use and be considered for Educational and Volunteer Assistance.
2. Only activities directly related to student achievement and academic support will qualify for Educational and Volunteer Assistance. Such activities may range from early care and

learning through higher education. Each USG institution or office maintains the authority to determine, in accordance with the provisions outlined in this policy, whether an activity would qualify for Educational and Volunteer Assistance.

3. To use Educational and Volunteer Assistance, an employee may be, but is not required to be, the parent of a student.

4. Employees must not receive pay for services they perform while using Educational and Volunteer Assistance.

5. Employees must receive prior approval from their supervisor before providing the services for which they are requesting Educational and Volunteer Assistance.

6. The USG institution or office has discretion to require written verification from a school administrator, teacher, or other official prior to approval.

7. The USG institution or office maintains discretion to approve or deny requests for Educational and Volunteer Assistance based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. The USG institution or office should ensure that denials are applied consistently for all similarly situated employees.

8. Use of Educational and Volunteer Assistance for any political purpose or agenda is prohibited.

III. Educational and Volunteer Assistance does not accumulate, and unused leave does not rollover into subsequent calendar years. Rather, eligible employees may use Educational and Volunteer Assistance for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.

IV. Employees can use no more than 8 paid hours of Educational and Volunteer Assistance in a calendar year regardless of transfer from one USG institution or office to another. Each USG institution or office is responsible for conducting due diligence to ensure an employee has not exhausted Educational and Volunteer Assistance prior to approving the paid leave.

V. Educational and Volunteer Assistance carries no cash value if unused. There will be no payout for unused Educational and Volunteer Assistance upon termination.

VI. Potential uses of Educational and Volunteer Assistance include but are not limited to the following:

1. Fulfill volunteer hours at a child's school
2. Participate in reading events or career development events at a school
3. Participate in or attend an academic competition at a school i.e. Science Fair, Math Competition, District Honor Band

4. Attend a theatrical or music performance at a child's school
5. Attend an honors and awards ceremony at a child's school
6. Chaperone a trip or travel to a school event
7. Attend a child's graduation
8. Attend a Parent / Teacher conference
9. Participate in classroom activities, such as reading to a class or presenting on career day
10. Tutor students without receiving compensation
11. Proctor examinations
12. Attend open house functions
13. Attend award and recognition ceremonies or graduation exercises
14. Through the Educational and Volunteer Assistance program, eligible employees have the opportunity to support education at all levels, from pre-K/early care and learning all the way through higher education. Employees may wish to contact their local school systems, private schools, day care facilities, technical colleges, and/or universities to inquire about opportunities to support education initiatives in their communities and any background check or other criteria they would need to meet before participating in volunteer activities.

#### VII. Requesting time off for Educational and Volunteer Assistance

Currently, in the ADP system there is not a place where an employee can request time off for Educational and Volunteer Assistance. Therefore, this is the current procedure:

1. Employee emails their supervisor requesting Educational and Volunteer Assistance. The employee must indicate the date and amount of time.
2. The supervisor will review the request and respond back to the employee in writing whether the request is 'Approved' or 'Denied'. The supervisor should base their decision on business needs.

3. After given approval, the employee will go into their ADP time card and select the code 'Educational Leave', then enter the appropriate hours for the specific day. NOTE: In ADP this type of time off is called Educational Leave.
4. At the end of the pay period, the supervisor should review the employee's time card to ensure the information entered is correct.

Reference Team Georgia Education Support at: <http://team.georgia.gov/georgia-news/education-support-leave-now-available-to-state-employees/>